



Health and Safety Awareness

Low Risk Areas

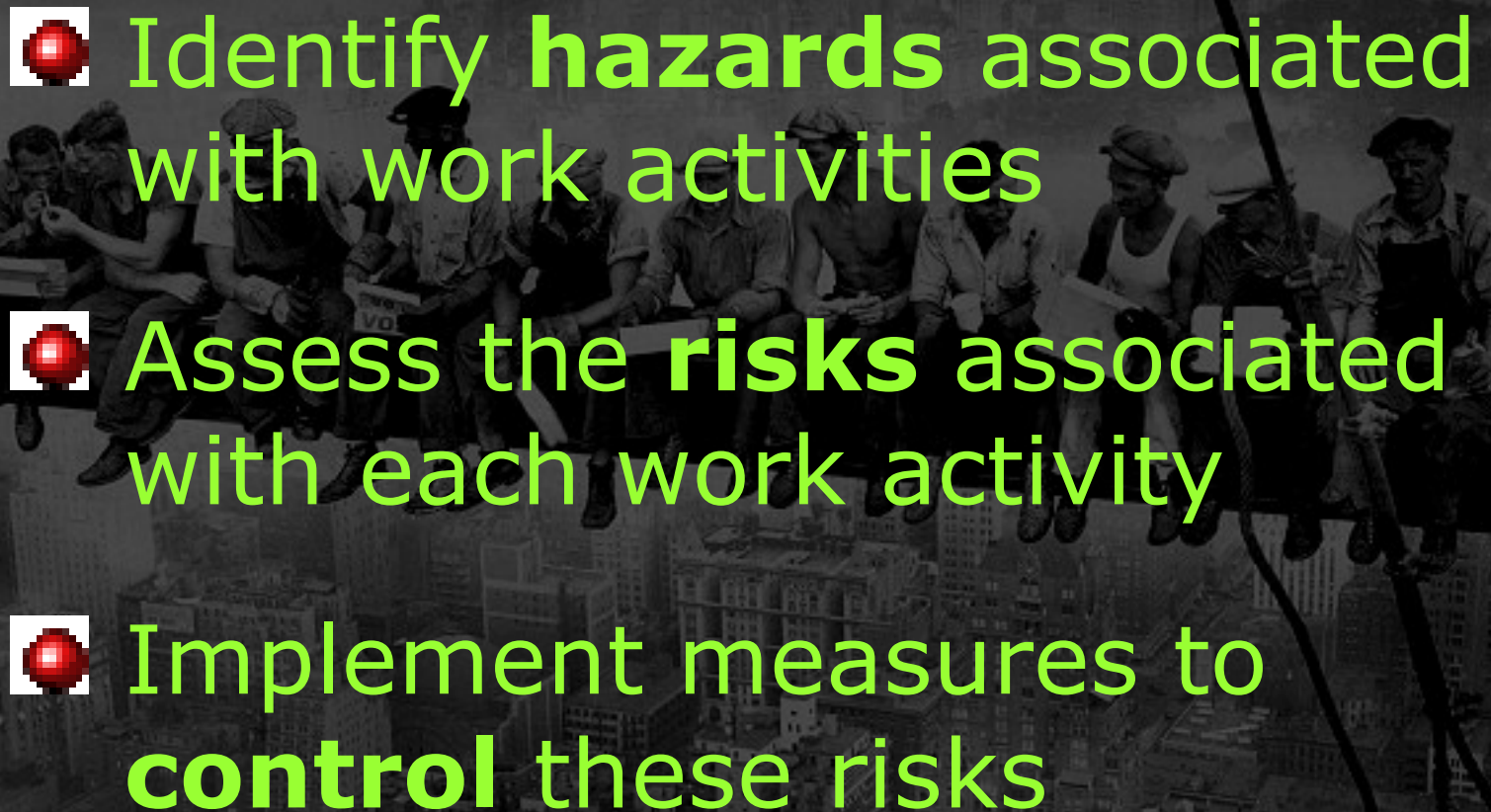


Lawrence Dickson

Training and Audit Co-ordinator

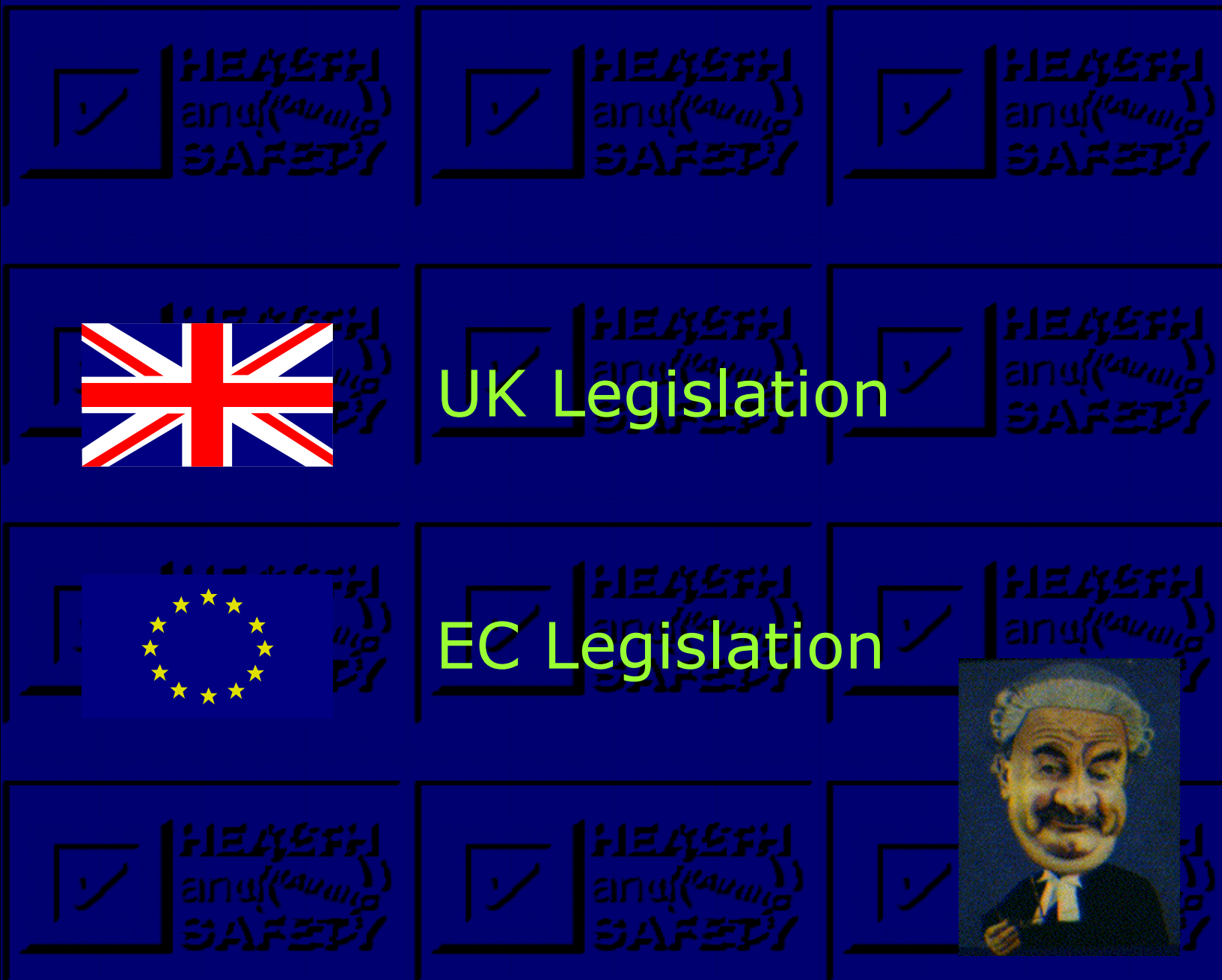
Health and Safety Department



- 
- A black and white photograph of a group of construction workers sitting on a narrow ledge high above a city. They are wearing hard hats and work clothes, and some are holding tools or papers. The city below is a dense urban landscape with many buildings.
- Identify **hazards** associated with work activities
 - Assess the **risks** associated with each work activity
 - Implement measures to **control** these risks



- Legislation
- Health and Safety Policy
- Management Structure
- Health and Safety Department
- Risk Assessment
- Accidents and Incidents



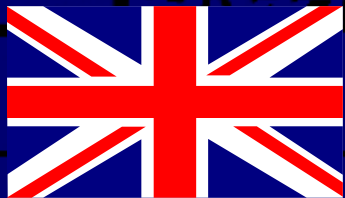
UK Legislation



EC Legislation



Framework – health and safety and the Law



UK Legislation

- The Health and Safety at Work Act, 1974
- UK Health and Safety Regulations
- HSC Approved Codes of Practice
- HSE Guidance Notes



Framework – health and safety and the Law



EC Legislation

- Commission of the European Communities
- EC Directives
- Member States: Transposition
- UK Health and Safety Legislation





Management of health and safety at work



APPROVED CODE OF PRACTICE

Management of Health and Safety at Work Regulations 1992



Display screen equipment work



GUIDANCE ON REGULATIONS

Health and Safety (Display Screen Equipment) Regulations 1992



Health and Safety Executive

- Routine and specialist visits
- Accident reporting
- Compliance Letters
- Improvement Notices
- Prohibition Notices
- Criminal Prosecutions



Enforcement authorities – criminal law



- University's Liability Insurers
 - Liability Surveys & Reports
 - Claims Investigations
- University's Insurance Brokers
 - H&S Management Audit and Compliance Audit Programme
 - Input to Health & Safety Policy

Advisory agencies – civil law



- *Part 1 : Framework*
- *Part 2 : General Precautions*
- *Part 3 : Electrical Equipment*
- *Part 4 : Mechanical Equipment*
- *Part 5 : Chemical Laboratories*
- *Part 6 : Biological Laboratories*



- *Part 7.1* : Ionising Radiations
- *Part 7.2* : Non-Ionising Radiations
- *Part 7.3* : Laser Equipment
- *Part 8* : Fieldwork and Outdoor Activities

The Keynote Guide





➤ Dovetail with the Core Policy

➤ Highlight Specific Local Hazards

➤ Detail Precautions and Controls

➤ Subject to Regular Review

➤ Central Monitoring



In-house (local) training

- Induction: policy
- emergency procedures
- accidents and incidents
- reporting procedures
- school/area H&S contacts
- health and safety committee



Central training

SSA

H & S awareness

ergonomics

radiation

first aid

manual handling

biosafety

fire stewards

head of school

fire extinguishers

induction course

IOSH Managing Safely

lone working



- School/Area Self-Inspections
- Accident and Ill Health Reporting
- Internal and External Audits
- The School Safety Adviser
- Annual School H&S Report





University Court
(through the Principal)

Head of College

Head of School

Head of Division/Institute/Unit/etc.

Head of Section/Research Group/PIs

Individual Workers

University Health and
Safety Committee
(convened by DOCS)

School/Institute Health
and Safety Committee,
Safety Adviser

University Management Structure



"Heads of College....are responsible to the University Court....for the management of health and safety matters within the area of the University under their control. Whilst retaining this management responsibility to Court, Heads of College are required to delegate duties to, and place management responsibilities upon, Heads of School....."

The Keynote Guide to the University Health and Safety Policy, 2004

Head of College - Responsibilities



“Heads of School, and managers of other equivalent autonomous Units, etc, are responsible...., to the University Court for the management of health and safety matters within the area of the University under their control. Heads of School (or equivalent) are required to ensure that local policies and practices for the effective management of health and safety, at School level and below, are in place and are published”.

The Keynote Guide to the University Health and Safety Policy, 2004

- Written Health and Safety Policy
- Effectiveness of Policy - monitoring
- Information, instruction, training, supervision
- Appointment of School Safety Adviser

Head of School - Responsibilities



Health and Safety Dept.

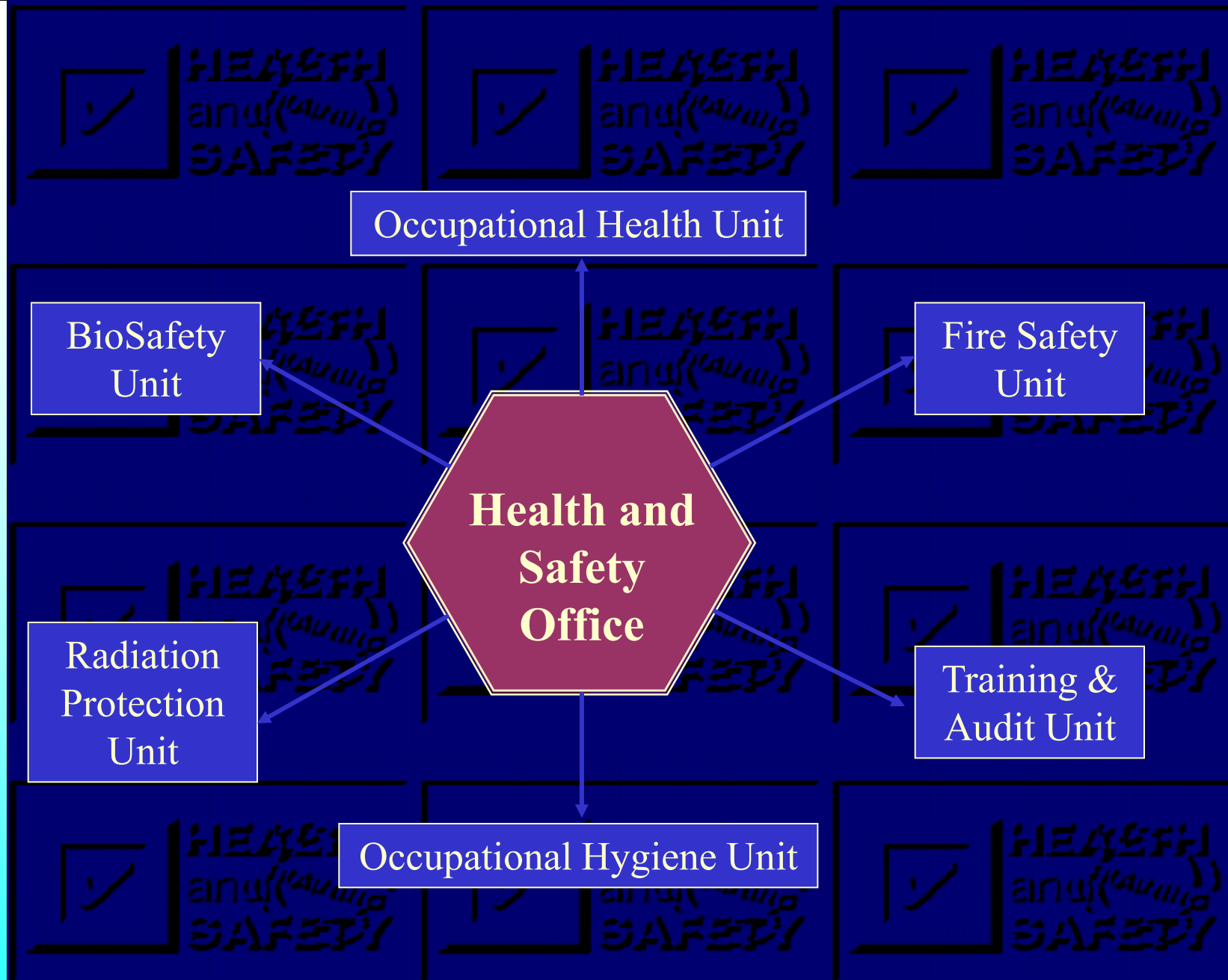
Colleagues

SSA

**Other
Schools**

Head of School

School Safety Adviser - Responsibilities



Health and Safety Department Structure



Contacts:



651 4255



Health.Safety@ed.ac.uk

Fire@ed.ac.uk

Occupational.Health@ed.ac.uk

Safety.Training@ed.ac.uk

[Occupational.Hygiene @ed.ac.uk](mailto:Occupational.Hygiene@ed.ac.uk)

[Biosafety @ed.ac.uk](mailto:Biosafety@ed.ac.uk)

[Radiation @ed.ac.uk](mailto:Radiation@ed.ac.uk)



Annual MOT Test



■ Accident due to mechanical failure

■ Injury to driver, passengers, pedestrians

■ Inspection of safety devices

■ brakes



■ steering



■ Written records

■ lights



■ Reviewed annually

■ seat belts



Risk Assessment



 **Hazard** – something with the potential to cause harm

 **Risk** – the likelihood that harm will occur

Risk Assessment – hazard and risk



Who carries out the risk assessment?

- Competent person

- Suitably qualified

- Experience

- Training



Identify the hazards



Identify those at risk



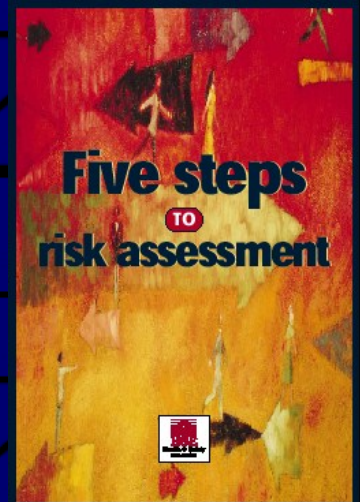
Evaluate the risks and implement controls where necessary



Record your findings

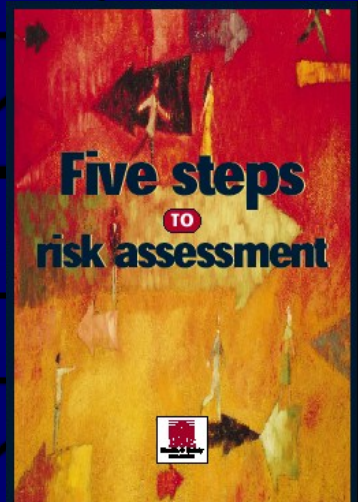


Review the assessment





- A reasonable attempt, following the "5 steps" procedure
- Reasonable precautions have been put in place, leaving remaining risk as "Low"
- Good records available for future reference





 General ★

 Display Screen Equipment ★

 Manual Handling ★

 COSHH ★

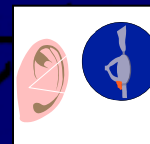
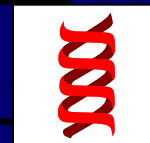
 Fieldwork ★

 Genetic modification ★

 Noise

 Fire

 Lone working ★





Colleagues



Suppliers

-equipment
-chemicals



Trade Unions / Professional Bodies



Health and Safety Department

-Legislation and Codes of Practice
-Health and Safety Policy



WWW / SAFENET



Sources of information



Health and Safety Department web site:

<http://www.safety.ed.ac.uk/>

The University of Edinburgh: Health and Safety Department

Departmental Self Inspection Checklist: Office

General Office Accommodation	Assessor
Location	Date

This core checklist is provided by the Health and Safety Department as a template, which provides a basic framework for the conduction of a departmental self-inspection of the type of environment indicated. It will normally require to be amended and/or expanded to address fully the specific requirements of the area to be inspected and therefore should not be regarded as exhaustive.

*Further background information to the subject areas covered can be found in the central University Health and Safety Policy and in particular, in **Part 2 (General Precautions)** and **Part3 (Electrical Equipment)**. Reference to the Policy <http://www.safety.ed.ac.uk/h&spol/> should assist in any required amendment/expansion of this template in order to tailor it to individual requirements.*

ADMINISTRATIVE PROCEDURES	YES	NO	N/R
Have copies of Part 2 (General Precautions) of the University Health and Safety Policy been made available, or its location on the Health and Safety Department's web site (http://www.safety.ed.ac.uk/h&spol/part2/p2cont.htm) communicated, as required?			
Have copies of the Departmental Safety Policy/Code/Rules also been made available?			
Is the location of, and the importance of using, the Department's Accident and Incident Report Book known to all staff?			
Has a general risk assessment been carried out of all activities undertaken in this area(s) and of the fabric/design of the area(s) in order to highlight any risks to health or safety arising from such work activities or building fabric? (Management of Health and Safety at Work Regulations 1992)			
Have measures been taken to reduce any such highlighted risks to the lowest level reasonably practicable?			
Where such risks are judged to be significant, has the assessment and risk control measures been recorded?			
Have all members of staff been made aware of the University's No Smoking Policy?			
Are clear procedures in place for the reporting of potential hazards within the Department to the Departmental Safety Adviser, or other senior member of staff?			
Are clear procedures in place for the reporting of defects in the fabric of the building or defective services to Works Division?			

General Risk Assessment Form RA1

(Refer to Notes for Guidance before completing this form)

Department Assessment No.	
Title of Activity:	
Location(s) of Work:	

Brief Description of Work:

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See http://www.safety.ed.ac.uk/safenet_guide.htm for details.

Hazard (s)	Risk L / M / H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)

**Continue on separate sheet if necessary*

Engineering Controls: Tick relevant boxes

Guarding	Extraction (LEV)	Interlocks	Enclosure
Other relevant information (incl. testing frequency if appropriate):			

Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye / Face	Hand / Arm	Feet / Legs	Respiratory
Body (clothing)	Hearing	Other (Specify)	
Specify the grade(s) of PPE to be worn:			
Specify when during the activity the item(s) of PPE must be worn:			

Non-disposable items of PPE must be inspected regularly and records retained for inspection

Persons at Risk: Identify all those who may be at risk.

Academic staff	Technical staff	P'Grad students	U'Grad students
Maintenance staff	Office staff	Cleaning staff	Emergency personnel
Contractors	Visitors	Others	



- Legal requirement
- Individual remedial action
- University wide view

ACCIDENT
INCIDENT
OCCUPATIONAL
ILL HEALTH
REPORT
BOOK

*Forms in this book must not be used to
report instances of sickness or ill health which
have no known (or suspected) occupational connection*

Department:

THE UNIVERSITY of EDINBURGH

Accident and Incident Reporting

THE UNIVERSITY OF EDINBURGH



Report of an Accident, Dangerous Occurrence or Incident.

[A Guide to Completing this report](#)

*Any fieldname below highlighted in **bold** is mandatory and must be completed.*

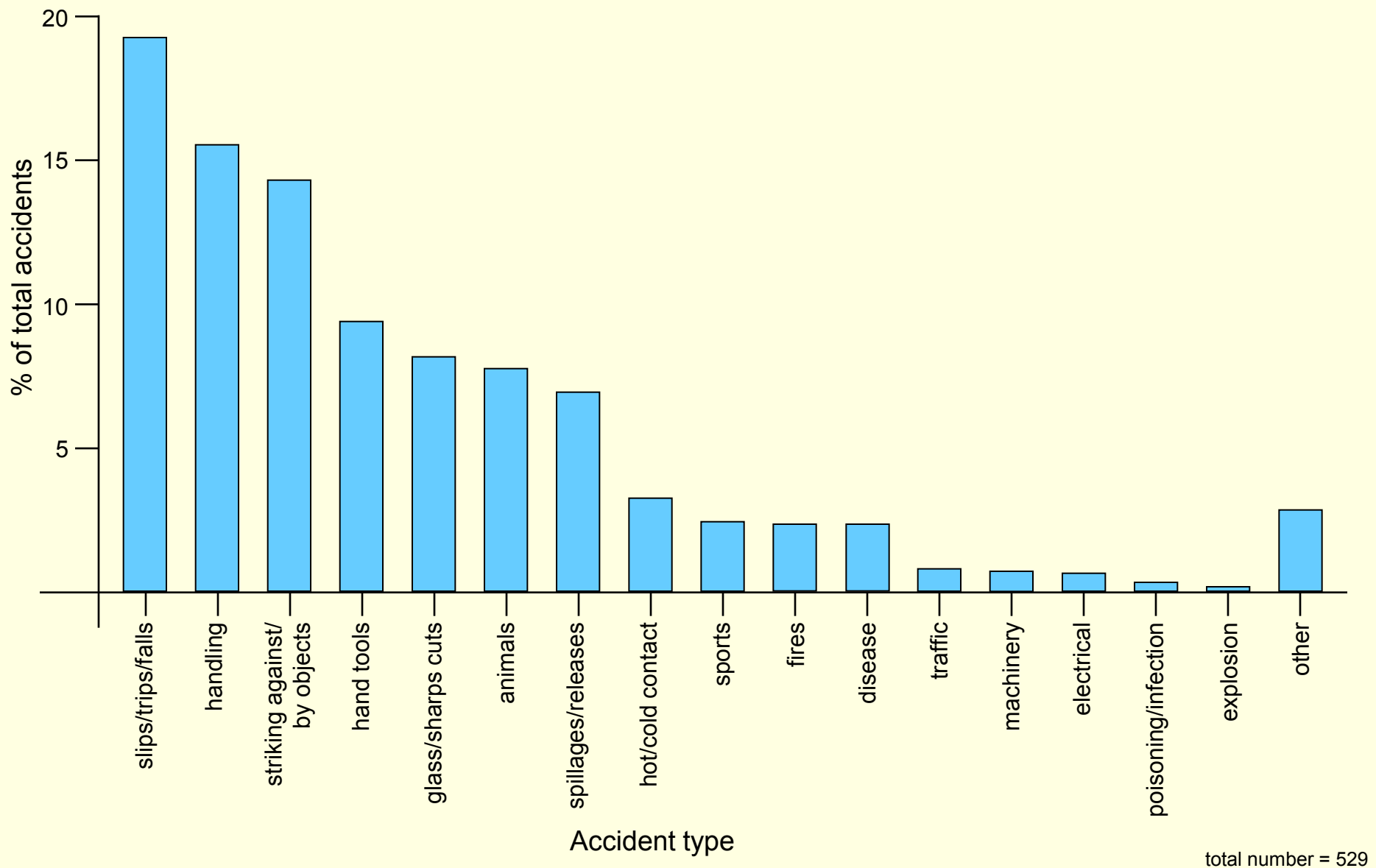
Explanations of fieldnames are available by following the relevant information (i) hyperlinks.

A Date, time and place of accident, dangerous occurrence or incident.

Date (DD/MM/YYYY) :

Approx. Time (24hr - 00:00) :

Location of Incident, etc (i) :



Accident and Incident Statistics 1999 - 2000